

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: **THERAPEUTIC COORDINATOR** Job Code: **1924** Pay Grade: **17**

Full-Time: ☒ Part-Time: ☐ Temporary: ☐ Seasonal: ☐ Other: ☐ _____

Department: **CARROLLTON PARKS, RECREATION & CULTURAL ARTS (CPRCAD)**

Salary: **\$ 34,729.49 / Annual** Hourly Rate: **\$ 16.70 Per Hour**

Days/Times: **Days, Nights, Weekends**

Closing Date: **UNTIL FILLED**

Application Information:

Interested and QUALIFIED persons should complete an Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000. Applications are accepted Monday through Friday from 8:30 AM TO 4:30 PM, unless City Hall is closed for an observed holiday. Please allow yourself ample time to complete the application.

Department Contact Name: Donna Ford

Contact Number & Email: (770) 834-1127 - dford@carrollton-ga.gov

**** Please note that successful candidates for employment must pass a background check and drug screening prior to employment. ****

GENERAL STATEMENT OF JOB:

Under limited supervision, this job is responsible for coordinating and implementing all therapeutic programs for the Department. Duties include coordinating the Special Olympics, Special Education Programs, and all therapeutic programs designed to meet the recreational needs of those who are physically and mentally challenged in the community. Reports to the Division Director of Programs and Special Populations.

SPECIAL ADDITIONAL REQUIREMENTS:

BS or BA Degree in Recreation, Therapeutic Recreation, Sports Management, Special Education or related field with 1-2 years of experience working with physically or mentally challenged children and adults; Knowledge of Special Olympics Programming preferred; Excellent written and verbal communication skills; Knowledge of Microsoft Office Programs.

SEE MINIMUM TRAINING & QUALIFICATIONS FOR ADDITIONAL REQUIREMENTS...

SPECIFIC DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

Coordinates the administration of a quality therapeutic program for the department by working with the Superintendent of Special Populations and the community in developing needed therapeutic programs and activities.

Develops, plans and organizes special programs such as the Special Olympics, special education programs, and therapeutic programs established by the community.

Coordinates and recruits volunteers for the Special Olympics program and ensures that volunteers are properly trained.

Works with the community medical staff and schools in order to have physicals performed on Special Olympic Athletes.

Responsible for coordinating efforts with the community in order to determine desired therapeutic programs, work includes coordinating efforts with the physically and mentally disabled.

Coordinates after school sports training programs annually by working with participants and developing program criteria.

Coordinates equestrian and certain leisure programs for the community at the Carroll County Developmental Service Center.

Develops and coordinates programs for the multi-disabled and moderately mentally retarded.

Works with the elderly by assisting other staff members in order to provide the elderly with the best possible programs and activities through the department.

Responsible for maintaining files of events and programs.

Responsible for upkeep of equipment used by the Special Populations Division.

Responsible for all safety of participants in the program.

Supervises and schedules volunteers and part-time staff.

Works with the business community in order to solicit sponsorships for programs and special events, such as the Special Olympics.

Maintains an inventory list for the Special Populations Division.

ADDITIONAL JOB FUNCTIONS:

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS:

BS or BA Degree in Recreation, Therapeutic Recreation, Sports Management, Special Education or related field with 1-2 years of experience working with physically or mentally challenged children and adults; or any equivalent combination of education, training, and experience which provides the knowledge, skills, and abilities for this position. Knowledge of Special Olympics Programming preferred; Excellent written and verbal communication skills; Must have proficient knowledge of Microsoft Office Programs. Must possess a valid Georgia Driver's License and be able to drive a 15-passenger van of special needs participants; Must possess CPR and First Aid Certifications.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office and athletic machines, tools, equipment, etc., such as a calculator, copier, laminator, athletic equipment for various sports, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to

ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical, administrative and policy related information. Includes giving assignments and/or directions to co-workers and volunteers.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Therapeutic Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors, the general public, program participants, and parents; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office and athletic equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office and athletic equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, volunteers, parents, etc.) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency, especially in dealing with the physically and mentally disabled.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the policies, procedures, and activities of the City and therapeutic recreation practices as they pertain to the performance of duties relating to the position of Therapeutic Coordinator. Has considerable knowledge of various therapeutic programs, rules and regulations and guidelines as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, athletic program trends, rules, regulations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively

communicate and interact with supervisors, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgement as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is skilled in operating required equipment and machines.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff, employees and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with Superintendent of Special Populations, department heads, staff, elected officials, program participants, the mentally and physically disabled, elderly, parents of participants and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.